

office) to the State Director (or Administrator, under paragraph (e) of this section or § 1900.155(a) of this subpart). When completed FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–3 (available in any FmHA or its successor agency under Public Law 103–354 office) is returned by the State Director, the processing official;

(1)–(2) [Reserved]

(3) Notifies the recipient in writing of the change in responsibility and any other pertinent information,

(4) [Reserved]

(d) *Relationship or association established after application for FmHA or its successor agency under Public Law 103–354 assistance.* If a relationship or association is established after an application has been filed or assistance has been provided, both recipient and employee are required to notify the FmHA or its successor agency under Public Law 103–354 official who is processing or servicing the assistance. FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–1 (available in any FmHA or its successor agency under Public Law 103–354 office) may be used for the notice.

(e) *Relationship or association with a State Office, Finance Office or National Office employee.* If an identified relationship or association is with an employee at a State Office (other than a State Director), Finance Office or National Office, the processing/servicing official completes and submits FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–2 (available in any FmHA or its successor agency under Public Law 103–354 office) to the State Director in the normal manner. The State Director reviews the information, determines the need for special handling, designates the processing/servicing official, completes and submits FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–3 (available in any FmHA or its successor agency under Public Law 103–354 office) to the Administrator for written concurrence. When the Administrator's concurrence is received, the State Director returns completed FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–3 to the original official who

completes the action described in paragraph (c) of this section.

(f) *Relationship or association with a State Director.* If an identified relationship or association is with a State Director, the processing/servicing official completes and submits FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–2 (available in any FmHA or its successor agency under Public Law 103–354 office) to the Administrator. The Administrator reviews, determines the need for special handling, designates the processing/servicing official, completes and returns FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–3 (available in any FmHA or its successor agency under Public Law 103–354 office) to the original official who completes the action described in paragraph (c) of this section.

(g) *Change in relationship or association, status of FmHA or its successor agency under Public Law 103–354 assistance, or employee's duty station.* If the relationship or association has changed, the application denied or the assistance otherwise terminated, or the FmHA or its successor agency under Public Law 103–354 employee's duty station changed, the designated processing/servicing official completes FmHA or its successor agency under Public Law 103–354 Guide Letter 1900–D–2 (available in any FmHA or its successor agency under Public Law 103–354 office) with the new information and submits it. The review process takes place as described in paragraphs (a) through (e) of this section to determine if processing/servicing activity may return to normal or requires another change. If the assistance is denied or otherwise terminated, the designated official notifies the original official.

§ 1900.154 Determining the need for special handling.

The State Director (or Administrator, under § 1900.153(e) or § 1900.155(a) of this subpart):

(a) [Reserved]

(b) Determines whether the reported relationship or association is defined in § 1900.152 of this subpart and would violate the provisions of § 1900.151(a) of this subpart,

(c)–(f) [Reserved]